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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | ***Student*** | ***Last name(s)*** | ***First name(s)*** | ***Date of birth*** | ***Nationality****[[1]](#endnote-1)* | ***Sex [M/F]*** | ***Study cycle****[[2]](#endnote-2)* | ***Field of education*** *[[3]](#endnote-3)* | |  |  |  |  |  |  |  | |  |  | |  | |  |  | | | ***Sending Institution*** | ***Full name*** | | ***Address*** | | ***Country*** | ***Contact person’s name****[[4]](#endnote-4)* | | |  | |  | |  |  | | | ***Faculty /department*** | | ***website*** | | ***Erasmus code****[[5]](#endnote-5)* | ***Contact person’s e-mail*** | | |  | |  | |  |  | | |  |  | |  | |  |  | | | ***Receiving Institution*** | ***Full name*** | | ***Address*** | | ***Country*** | ***Contact person’sname*** | | |  | |  | |  |  | | | ***Department*** | | ***website*** | | ***Erasmus code*** | ***Contact person’s e-mail*** | | |  | |  | |  |  | |   ***Before the mobility***  ***Table A –*** *Study Programme at the Receiving Institution*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | ***Academic Year*** |  | ***Start date (dd/mm/yyyy)*** |  | | ***End date (dd(mm/yyyy)*** |  | | ***Component****[[6]](#endnote-6)* ***code*** *(if any)* | ***Component title at the Receiving Institution*** *(as indicated in the course catalogue[[7]](#endnote-7))* | | | | ***Semester*** *[e.g. autumn/spring; term]* | ***Number of ECTS credits****[[8]](#endnote-8) to be awarded by the Receiving Institution upon successful completion* | |  |  | | | |  |  | |  |  | | | |  |  | |  |  | | | |  |  | |  |  | | | |  |  | |  |  | | | |  |  | |  |  | | | |  |  | |  |  | | | |  |  | |  |  | | | |  |  | |  | | | | | | **TOTAL =** | | *Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]* | | | |  | | |  |  |  |  | | --- | --- | --- | | *The level of* ***language competence****[[9]](#endnote-9) in* |  | *which will be the main language of instruction* | | *is* | *A1  A2  B1  B2  C1  C2  Native speaker* | |   ***Table B –*** *Recognition at the Sending Institution / Set of components to be replaced at the sending institution*   |  |  |  |  | | --- | --- | --- | --- | | ***Component***  ***code*** *(if any)* | ***Component title at the Sending Institution*** *(as indicated in the course catalogue)* | ***Semester*** *[e.g. autumn/spring; term]* | ***Number of ECTS credits*** *to be recognised by the Sending Institution* | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  | | | **TOTAL =** | | | | | | | | |
| ***Commitment*** | ***Name*** | ***Email*** | ***Position*** | ***Date*** | ***Signatures*** |
| *Student* |  |  |  |  |  |
| *Responsible person[[10]](#endnote-10) at the**Sending Institution* |  |  |  |  |  |
| *Responsible person at the**Receiving Institution[[11]](#endnote-11)* |  |  |  |  |  |

***Commitment***

*By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.*

**During the Mobility**

**Table A2** - Exceptional changes to Table A

(**to be approved by e-mail** or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code** (if any) | **Component title at the** **Receiving Institution** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Reason for change[[12]](#endnote-12)**  Number 1-7  See footnote | **Number of ECTS** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Table B2** - Exceptional changes to Table B (if applicable)

(**to be approved by e-mail** or signature by the student and the responsible person in the Sending Institution)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component code** (if any) | **Component title at the** **Sending Institution** (as indicated in the course catalogue) | **Deleted component** [tick if applicable] | **Added component** [tick if applicable] | **Number of ECTS** |
|  |  |  |  |  |
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**After the Mobility**

|  |
| --- |
| **RECOGNITION DOCUMENTS**  **Receiving Institution.**  The receiving institution commits to provide the sending institution and the student with a Transcript of Records containing all the educational components agreed in the above sections. This should be done within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student’s results at the receiving institution  **Sending Institution.**  Following the receipt of the Transcript of Records from the receiving institution, the sending institution commits to provide to the student a Recognition Document, without further requirements from the student, and within five weeks |

1. **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution. [↑](#endnote-ref-3)
4. **Contact person**: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution. [↑](#endnote-ref-4)
5. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-5)
6. An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives. [↑](#endnote-ref-6)
7. **Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them. [↑](#endnote-ref-7)
8. **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added. [↑](#endnote-ref-8)
9. **Level of language competence**: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr [↑](#endnote-ref-9)
10. **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-10)
11. **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-11)
12. **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

    |  |  |
    | --- | --- |
    | ***Reasons for deleting a component*** | ***Reason for adding a component*** |
    | 1. Previously selected educational component is not available at the Receiving Institution | 5. Substituting a deleted component |
    | 2. Component is in a different language than previously specified in the course catalogue | 6. Extending the mobility period |
    | 3. Timetable conflict | 7. Other (please specify) |
    | 4. Other (please specify) |  |

    [↑](#endnote-ref-12)